

Wisconsin Department of Regulation & Licensing

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

WISCONSIN AUCTIONEER CONTINUING EDUCATION REQUIREMENTS

CE Requirements

Licensees must complete 12 hours of continuing education in each two-year renewal cycle (biennium). All CE must be completed by December 31 of the biennium. Education must be obtained from approved schools, must be the specific courses that are approved for that biennium, and must include an exam that is passed. Other states' continuing education courses do not satisfy Wisconsin's requirements.

Everyone must take the following 3 courses during the 2005-2006 biennium:

- Course A Auctioneer Ethical and Professional Conduct/Wisconsin Laws
- Course B Maintenance of Records and Trust Accounts/Wisconsin Laws
- Course C Federal Laws Relating to Auctioneering and Wisconsin Laws (other than those in course A and B)

Everyone must take one of the following 5 electives:

- Course D1 Real Estate Auctions/Practice and Legal Requirements
- Course D2 Commercial Auctions/Practice and Legal Requirements
- Course D3 Agricultural Auctions/Practice and Legal Requirements
- Course D4 Antiques, Collectibles, or Household Auctions/Practice and Legal Requirements
- Course D5 Other Related Types of Specialty Auctions/Practice and Legal Requirements

Exceptions to CE

Initial Licensees: Licensees do not have to complete CE if initially registered less than 6 months before the first renewal (July - December, 2006). Verify grant date under License Lookup at www.drl.state.wi.us.

Test-out Option: Licensees may take a 60 question test-out examination by contacting the department. The test-out examination may be retaken one time. Licensees unsuccessful after 2 tries must take the approved courses.

Verification of CE Completion

Credential holders must maintain proof of completion of CE. The Department will conduct a random audit of CE completion after every renewal cycle. (Schools maintain CE completion records for 5 years.)

Persons who cannot complete CE requirements by December 31 of the biennium should not renew, and should cease practice of any of the activities covered by the license until CE is completed and the license is renewed.

Renewing late upon completion of CE is better than falsifying the renewal. Those who have falsified the renewal and are found to be noncompliant will face suspension of their credential and other discipline.

Extensions of time may be granted to licensees on active duty in the military service outside Wisconsin, or for verified health or other compelling reasons beyond the control of the licensee.

Renewal of License

Licenses must be renewed by December 31 of each even numbered year. To receive a notice when renewal is due, be sure to keep the Department informed of your current address.